

Poplar Street Primary School

Plan for Reopening in September 2020

Our aim is to deliver a school experience which feels as much like normal as is possible for everyone, whilst ensuring health and safety in line with government guidelines. This plan sets out how this will be achieved.

In line with the Department for Education's (DfE) instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term - Thursday 3rd September 2020 (1st and 2nd Sept/Staff INSET).

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Useful info links:

[Start of the day: page 7](#)

All pupils enter through the main gate and onto the main playground. Each class has a specific door (see page 7)

Start times for all year groups:

For all pupils (nursery – Y6), the doors will open at 8.45am and close at 9am.

[End of the day: page 7](#)

Reception, nursery (including afternoon-only nursery) and year 1 and 2 pupils: 3pm

Morning nursery finish time: 11.45am

For year 3 and 4 pupils: 3.10pm

For year 5 and 6 pupils: 3.15pm

[Uniform and pupil resources: page 8](#)

From September, although uniform will be the same as that prior to lockdown, pupils will **not be allowed to bring any bags to school** (aside from packed lunch boxes/bags). They will all be provided with a plastic (wipeable) pencil case and personal resources, as well as a plastic popper wallet which will enable them to transport homework and their reading book to and from school and can be kept in your child's own tray. For PE, it is now expected that pupils will come to school on their PE day already wearing their PE kit. They may wear joggers/tracksuit bottoms and their school jumper over their kit.

[Classroom organisation: page 5](#)

[Breaktimes and Lunchtimes: page 12](#)

EYFS/nursery: 11.30 – 12.30pm

Year 1 and 2: 12 – 1pm

Years' 3, 4, 5 and 6: 12.15 – 1.15pm

[What to do if a child or adult in school is unwell: page 9](#)

Introduction:

Our planning is underpinned by the DfE's advice (below) on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

[DfE Guidance for Full Opening: publ. 2nd July 2020](#)

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further bed in so that children who did not attend in the summer term will themselves adopt the measures also.

The overriding principle is that, by maintaining distance, the impact of any confirmed case is confined only to that dept. for any staff member with a 'roving remit' (PPA cover etc), maintaining 2 metres of distance (or 1 metre plus [a further mitigating action](#)) between themselves and others will mean that, should they contract the virus, the impact on others will be minimal and school continuity is upheld. [Click here for guidance](#)

The following plan outlines relevant detail from the government's guidance with further detail about how Poplar Street Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

"All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks."

[DfE Guidance for Full Opening: publ. 2nd July 2020](#)

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how we have made them appropriate to our specific context and circumstance.

“System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2)** clean hands thoroughly more often than usual
- 3)** ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5)** minimise contact between individuals and maintain social distancing wherever possible
- 6)** where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7)** engage with the NHS Test and Trace process
- 8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9)** contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.”

[DfE Guidance for Full Opening: publ. 2nd July 2020](#)

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks. ([goto intro](#))

Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell with symptoms consistent with COVID19, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell with symptoms consistent with COVID19, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Protect+ solution (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The designated isolation spaces/toilets are as follows;</p> <ul style="list-style-type: none"> • AHT room (near office) with disabled toilet to be used <p>Once home, it is strongly advised that the child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting.</p> <p>Whether or not the whole bubble will close is dependent on the circumstances and assessment of risk, rather than waiting for a test result.</p> <p>Cases of COVID-19 should be reported to the school as soon as the case is confirmed as positive. School reserves the right to refuse re-admittance to any person we suspect may have COVID-19</p>
<p><i>Prevention</i></p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitisers are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.</p>

	<p>If a child cannot appropriately wash their hands, then skin-friendly skin cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>(goto intro)</p> <p>Children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that, if tissues are regularly disposed of throughout the day, they should be thrown in to the bins in each classroom and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc), they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. Where this behaviour is considered to be wilful and intentional, the school may implement sanctions commensurate with our behaviour policy</p>
<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>Alongside enhanced cleaning, other cleaning can and should take place, including classroom staff wiping tables, spraying/dunking equipment etc... you can be sure of good hygiene especially when you have been responsible for it personally</p> <p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment which must be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day> However, staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. We will do everything we can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.</p> <p>Grouping the Children</p> <p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.</p> <p>The DfE guidance reads as follows:</p> <p><i>"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."</i></p>

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In order for school to offer a curriculum that is best-placed to support 'speed-up', our bubbles will need to be as follows:

- For classroom delivery the school will operate year group bubbles
- For before-after school club, the school will operate phase bubbles of EYFS/lower school/upper school
- All children will be able to be considered for speed-up interventions now that teaching support can work across years.
- PPA/TLR/subject coordinator time: These will operate in the normal way. However, in order to reduce cross-infection and to support the safety of both staff members, PE will take place outdoors and PSHE will take place in the hall. All staff members must therefore ensure that they do not disrupt the PSHE lessons when they cross the hall
- Staggered entry/exit times and break/lunch times can be managed more effectively in year group/phase bubbles rather than having individual start/finish times for each year.

Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes within year groups in order to facilitate the delivery of the curriculum. However, when any member of staff needs to move across bubbles, the social distancing rule applies in all cases (see definition in App A).

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to distance from children and one another. Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible. Although staff members are allowed to patrol classrooms and support learning, bending or kneeling down to address pupils should not take place

Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms should be prepared as such ready for September.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to year group bubbles. It is highly likely that virtual assemblies will be delivered through Teams (video conference software). Children are not to sing during assembly.

Staff rooms: due to distancing measures, staff will need to use the following areas:

- EYFS: the staff room
- Lower School: 3G
- Upper School: 5H

Where classrooms are being used, in the event of rain, the pupils from these two classrooms will remain outside under the marquee.

The staff room will remain open to adults for use as a PPA venue but strict social distancing must be practiced. It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures, otherwise multiple groups could be at risk of infection should anyone present with symptoms.

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Arriving at and leaving school:

**The aim must be for parents/carers to be on the premises for as little time as possible
Only ONE ADULT will be allowed on premises to drop off or collect a child.**

Start times for all year groups:

For all pupils (nursery – Y6), the doors will open at 8.45am and close at 9am.

Please use the following door numbers:

For 5H, 5B and 4T, use door 1

For 6R1, 6R2 and 4P use door 2

For 3G and 3N use door 6

For 2M and 2G use door 3

For 1C use door 4, For 1D use door 5

For reception and nursery, use green gate (numbered 7)

School will still operate a Pitstop breakfast which will open as normal at 8.30am, with pupils entering through the main office door. In order to maintain good distancing, pupils will sit on age-related benches in the hall and will only use one side of the seating so that no child is facing another. All hands are sanitised upon entry.

Part time nursery pupils:

Morning-only nursery pupils will start from 8.45am and finish at 11.45am. Parents are required to wait on the pink tarmac adjacent to the wall mural and children will be brought to them.

Afternoon-only nursery pupils will start at 12.15pm and finish from 3 – 3.15pm. Parents will drop their children at the white sliding doors and collect from the main school playground at the green gate (numbered 7)

Finish times:

The finish times for each year group will be staggered in order to encourage a constant flow of traffic and footfall at this busy time of the day. **Although hard, I would urge as many of you as possible to walk to school when collecting your child/ren and, if you need to drive, park appropriately so as to leave the pavements clear for pedestrians.**

Please also be aware that the cones will be placed at the end of the driveway. This is to give our children and their parents a safe exit point out of the school gates. Please do not park inside this cordon (if you are a blue badge holder, please show this to the staff member at the cones)

Reception, nursery (including afternoon-only nursery) and year 1 and 2 pupils: 3pm

For year 3 and 4 pupils: 3.10pm

For year 5 and 6 pupils: 3.15pm

All other routines apply, including the use of a password for any other adult who may be collecting a child. All adults identified as primary carers on our contact information must ring prior to another person collecting to let us know who this might be.

Parents are encouraged not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to.

Teachers will not be easily available to speak to parents unless they initiate the contact. Parents can contact teachers through Class Dojo if they have queries about the day or they can call to make a phone appointment.

The school office is not to be accessed by more than one visitor at a time. It is strongly advised that you ring or email the office team if you have a query. Please only call in the event of an emergency.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

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Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. A pamphlet of these will be provided alongside the normal safeguarding procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Test and Trace.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but should be cleaned following use using the methods established already.

Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe.

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should only be used if we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, where this is not possible (e.g. lunchtime) each group will need to have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned using already established methods.

Keeping the school clutter-free

Our school was designed originally for 315 pupils and the current number of pupils on roll is 476. Although we have had two extensions, this still makes for a somewhat cramped environment. In order to ensure good pupil flow, we are reducing the number of possessions pupils would routinely bring to school.

Uniform

From September, although uniform will be the same as that prior to lockdown, pupils will **not be allowed to bring any bags to school** (aside from packed lunch boxes/bags). They will all be provided with a plastic (wipeable) pencil case and personal resources, as well as a plastic popper wallet which will enable them to transport homework and their reading book to and from school and can be kept in your child's own tray. For PE, it is now expected that pupils will come to school on their PE day already wearing their PE kit. They may wear joggers/tracksuit bottoms and their school jumper over their kit. This will greatly reduce the possibility of transmission of infection due to changing in close proximity to one another (this will be especially important in keeping supervising adults safe)

Exceptions to this rule:

Pupils in nursery and reception (and, in some cases other year groups) may often need a spare set of clothing in school. In this case, please give a spare set to your child's teacher, clearly labelled, which can be hung on the child's coat peg.

Children should not bring anything additional from home (no pencil cases etc). However, children can take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.

Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.

Mobile phones

For safety reasons (e.g. for pupils who arrive/leave school by themselves), some parents request that their child is allowed to bring their mobile phone to school. This will still be allowable. However, phones must be given to the teacher at the start of the school day (or at Pitstop if attending) and they will be kept in the office until the end of the day. Should you wish this for your child, please write a paper note confirming this request, which will be kept alongside your child's phone.

<p>Prevention</p> <p>6. Where necessary, wear appropriate personal protective equipment (PPE).</p>	<p><u>(goto intro)</u></p> <p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves of various sizes - Face shields (limited quantities) <p>Children need to know that some adults might be wearing PPE and that it is ok. Work will be done with our pupils to support this</p>
<p>Response to any infection</p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and then provide details of anyone that they have been in close contact with, as defined in the measures highlighted here. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response (this includes all children).</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p>Response to any infection</p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the Trust Executive Team and the public Health Team for Tameside: kburns@victoriousacademies.org.uk nwise@victoriousacademies.org.uk covid-19@tameside.gov.uk</p> <p>School will provide the details of those children/adults that have been in DIRECT close contact with the child/adult (face-to-face contact for any length of time); PROXIMITY contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the year group bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days (unless proof of a negative test is produced at the discretion of the parent/carer) but those living in the household do not have to unless the child test positive. At that point the household will need to go in to full isolation following stay at home guidance and have the test.</p>

Response to any infection	(goto intro)
9. Contain any outbreak by following local health protection team advice.	<p>Keep in contact with our Trust executive team and the local health protection team via Joanne Rendell on 0161 342 3246 .</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>

Section 2: School operations

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only by public transport services, we mean routes which are also used by the general public 	<p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p>Wider public transport</p> <p>Children should not attend trips or visits if they are required to use public transport to get there.</p>
<p>Attendance</p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Attendance expectations</p> <p>School will communicate the necessity of attending school to parents and, where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority’s code of conduct).</p> <p>You must contact school to let us know if going to be absent, either by:</p> <ul style="list-style-type: none"> emailing attendance@poplarstreet.tameside.sch.uk, or; by phoning school

	<p><u>(goto intro)</u></p> <p><i>Pupils who are shielding or self-isolating</i> If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. We will support those parents through dialogue with the school nurse team so that appropriate advice can be offered.</p> <p><i>Pupils and families who are anxious about return to school</i> If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.</p>
<p>School Workforce</p>	<p><i>Staff members are required, wherever they can, to remain at least 2 metres apart from others in and around the school.</i> <i>In classrooms, this means organising the spaces so as to afford sufficient distance between adults and pupils. Where proximity is less than 2 metres, adults are advised to take a further mitigating action, such as:</i></p> <ul style="list-style-type: none"> • <i>standing (not squatting or kneeling) next to pupils</i> • <i>creating a physical barrier if necessary</i> • <i>using visors where applicable</i> • <i>ensuring regular sanitisation for all</i> <p><i>Staff who were clinically vulnerable or extremely clinically vulnerable</i> We have planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance, in accordance with this plan.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal, in accordance with the DfE guidance.</p> <p><i>Deploying support staff and accommodating visiting specialists</i> As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i> Supply teachers will be used to cover classes. However, if required, they will need to maintain distancing in accordance with our plan and DfE guidance.</p> <p><i>Staff taking leave</i> The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p> <p>Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave, which may result in further action</p>
<p>Safeguarding</p>	<p>All existing pre-covid safeguarding measures will continue as normal</p>
<p>Catering</p>	<p>The expectation is that the school kitchen will be fully open in Autumn term. Whilst policy and practices continue to embed, we will only serve school hot meals in the hall. Pupils using the hall will only be allowed to sit on one side of the benching so as to avoid face-to-face contact. Pupils who eat a packed lunch will have lunch in their classroom</p>

Lunch and break times

[\(goto intro\)](#)

Midday supervisors will continue to support the supervision of lunchtimes but they will be allocated to year groups. Spaces will need to be cleaned both before and after use.

A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at lunchtimes times. The playground will be managed in terms of allocated time and zone to avoid any major cross-contamination.

To enable bubble-specific lunch sittings, the following will apply:

- Nursery: all nursery pupils will eat their lunch in the nursery dept
- Reception/KS1: all pupils to eat their lunch in the hall
- KS2: Pupils on packed lunches in years 3 to 6 will eat their packed lunch in their classrooms as soon as lunchtime begins. Those pupils who have a hot lunch will use the hall at the appointed time. (N.B. to enable the allocated classroom to be used as a staff room, all year 5 pupils will eat their lunch in the hall)

Lunchtime and break-time staggered sessions:

Break times

- Key Stage 1: 10am – 10.15am
- Lower Key Stage 2 (Y3/4): 10.20am – 10.40am
- Upper Key Stage 2 (Y5/6): 10.45am – 11am

It is likely that each department will organise rotas so as to minimise inter-bubble contact

Lunch times:

Year group	Lunch break period	Hall/eating time
EYFS/Nursery	11.30am – 12.30pm	11.30 – 12pm
Year 1 and 2	12 – 1pm	Year 1: 12 – 12.20pm Year 2: 12.20 – 12.40pm
Year 3, 4, 5 and 6	12.15 – 1.15pm	Rotated throughout the term

Tables must be cleaned between each use, using anti-viral product. Staff members to use appropriate PPE in order to undertake this task

It is anticipated that pupils will interact across bubbles whilst outside during lunchtime. The possibility of transmission is mitigated by the lunchtime meal stagger and also that the pupils are outside. All pupils will be sanitised before re-entering the building

Estates

The premises manager and his team will conduct the normal pre-term building checks as per the existing schedule of work.

Teachers need to ensure that classrooms have good ventilation (open windows and wedged doors).

Educational Visits

School trips are permitted to resume. However, the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance; we will assess risk on a case-by-case basis.

Wraparound care

Wraparound care is permitted to commence. Children attending wrap around care will need to be kept in separate year group bubbles. However, that might not be possible due to limited staff numbers and children attending, therefore the children may need to remain in small consistent bubbles, observing very good hand hygiene.

Breakfast Club: in order to ensure good distancing, pupils attending the paid-for breakfast club will need to move from the hall to their classrooms at 8.30am. they must be supervised at this time.

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>We will not operate a 'recovery curriculum'. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be addressed over a fixed period of time, principally throughout the autumn term, with additional intervention for any child considered to be very far adrift.</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys. Dates for testing weeks are on the school calendar, with the first period being the end of September</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Class teachers will retain the use of Class Dojo and upload information to class stories to maintain contact and links with parents. Oak National Academy lessons may be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to converting to that way of working should local lockdowns or a national lockdown be re-imposed.</p>
<p>Specific points for early years foundation stage (EYFS) to key stage 3</p>	<p>For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p> <p>For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. In line with our progression statements, the curriculum should remain broad and progressive, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</p>
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made.</p>

	(goto intro)
Physical activity in schools	<p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided until further guidance is received</p>
Pastoral support	<p>The pastoral team will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, Mrs Ray is to be informed so that support and interventions can take place.</p>
Behaviour expectations	<p>Our behaviour policy and its implementation is largely managed by consent; this presents some challenges for delivery where actions and routines may need to be imposed. We will endeavour to discuss and agree where possible any amendments to the routines of the day with our two school councils so that pupils feel consulted</p> <p>The current behaviour policy will still apply.</p> <p>Expectations of behaviour will be revisited and the school’s values of ‘Be kind. Work hard. Better yourself.’ will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.</p>

Aspect of school	Action
Primary Assessment	<p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. Although there is still some uncertainty about some aspects of the national assessment timetable. The assessments are as follows:</p> <ul style="list-style-type: none"> • the phonics screening check • key stage 1 tests and teacher assessment • the year 4 multiplication tables check • key stage 2 tests and teacher assessment • statutory trialling <p>Poplar Street Primary will prepare for these tests in the same manner as normal.</p>

Section 5: Contingency planning for outbreaks ([goto intro](#))

Aspect of school	Action
A local outbreak	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
Remote education support	<p>We need to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> • Children are to take home individual stationery packs and their current exercise books • Adults will share lessons via Class Dojo, often in reference to Oak National Academy lessons, that are tailored for every objective in the primary curriculum (EYFS coming soon). • Teachers will then be able to meet with children that require additional support through MS Teams online. Those children not requiring support to complete work will not be required to log on for a Teams meeting. • Children will be able to take photos of their learning and upload to the Class Dojo page so that teachers can monitor progress and offer supportive feedback if appropriate. <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (https://www.thenational.academy/information-for-teachers).</p> <p>Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> • Children will receive learning opportunities for a range of subjects each day • Learning will be sequenced as per our current curriculum model as much as is possible • High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National • Work will be checked through uploads to Class Dojo or vis MS Teams • Teachers will be available vis MS Teams so that they can further tailor the learning as a result of feedback. Often this will be after the Oak National Academy lesson has been completed. • Lessons will be of the equivalent length of a normal school day. • Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team.

SCHOOLS ACTION LIST – COVID-19 WHAT TO DO

(03/07/2020)

REMEMBER – Reduce risk, reduce transmission:

- Pupils or staff with symptoms should stay at home (and household members)
- Regular, thorough handwashing
- Staff and pupils kept in bubbles
- 2m distancing where possible

REMEMBER – Covid-19 symptoms:

- a high temperature
- a new continuous cough
- a loss of, or change to, your sense of taste or smell

Do not leave home if you or someone you live with has any of these symptoms

If you develop symptoms book a test at nhs.uk/coronavirus or call 119

Pupil / Staff member symptomatic on site

Pupil / Staff member calls in and excludes due to covid-19 symptoms

Pupil / Staff member informs that they have had a positive test result

Pupil / Staff member informs that they have been contacted by test and trace service

Isolate this person on site (person doing so should wear PPE) and arrange for them to go home or be collected as soon as possible

Ensure that they are isolating at home

School to contact the TMBC Education team or Public Health (covid-19@tameside.gov.uk) to inform of the situation and seek further advice

Checklist to consider (steps to help be well-prepared)

- ✓ Identify an appropriate member of the leadership team to work with Public Health / contact tracers
- ✓ Begin the process of identifying direct and close contacts of the case within the school setting during the 48 hours prior to the child or staff member falling ill or whilst the child or staff member was ill.
- ✓ Consider the potential number of direct and close contacts and the implications of this for business continuity.
- ✓ Begin to consider the potential support requirements of those who may be asked to self-isolate, including potential online learning requirements.
- ✓ Identify any other individuals who may be symptomatic and support them to apply for a test.
- ✓ Contact your Local Authority Public Health/ Infection Prevention and Control Team or your school/ early years link officer for advice.

For further detail click here for the full Covid-19 schools support pack

Useful Contacts

Tameside Public Health:

Debbie Watson 07970456338
James Mallion 07970946485
Sarah Exall 07971547980

Tameside Education Team:

Jane Sowerby 07970887813

Out of hours contact:

Public Health England (0151 434 4819)

Tameside & Glossop Infection Prevention and Control Team:

0161 922 6199 (9-5pm – out of hours please call PHE contact)